



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Allotments (599's) - copies

CUTOFF:EOCY

DESCRIPTION: Allotments (599's) - copies

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2865

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Amendment Files

CUTOFF:EOCY

DESCRIPTION: Amendment Files - contain Governor's amendments to Executive Budget as submitted to General Assembly

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 2869

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Appropriations Bills

CUTOFF:WSO

DESCRIPTION: Appropriations Bills

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2862

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Budget Requests

CUTOFF: EOSFY

DESCRIPTION: Budget Requests -Current and past sessions

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2861

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Census/Reapportionment Files

CUTOFF: EOCY

DESCRIPTION: Census/Reapportionment Files - contain census and reapportionment worksheets used in the most recent census project

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 2870

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Contracts for Services

CUTOFF: Length of Contract

DESCRIPTION: Contracts for Services - contain contracts with state agencies, public institutions, etc. to perform, various services for the Division. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2871

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Executive Budget Documents

CUTOFF: EOSFY

DESCRIPTION: Executive Budget Documents -Reference copy. Records microfilmed on roll film. Paper destroyed. Film kept permanently.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 2863

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Legislative Bill Review Files

CUTOFF: EOCY

DESCRIPTION: Legislative Bill Review Files - Contain bill reviews of all truly agreed and finally passed legislation. Files include: 1-6 page bill review form, copy of bill, fiscal note, and other backup documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2873

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Legislative Bills and Journals - Reference only

CUTOFF: EOCY

DESCRIPTION: Legislative Bills and Journals - Reference only

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2866

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Personnel Files - Reference only

CUTOFF:EOCY

DESCRIPTION: Personnel Files - Reference only

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2867

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Revenue Receipts and Estimates Worksheet copies

CUTOFF:WSO

DESCRIPTION: Revenue Receipts and Estimates Worksheet copies

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2864

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995

TITLE: Veto Letters/Fact Sheets

CUTOFF:EOCY

DESCRIPTION: Veto Letters/Fact Sheets - contains letters the Governor has signed either vetoing or approving appropriation bills; fact sheets are attached to above letters and provide overall information on action taken on appropriations bills

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2872

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Withholding/Reserve Files

CUTOFF: EOCY

DESCRIPTION: Withholding/Reserve Files - contain withholding and reserve plans for state departments for each fiscal year

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 2868

SERIES STATUS: Approved

APPROVAL DATE: 5/2/1995
